



State of Nevada – Department Of Personnel

CLASS SPECIFICATION

<u>TITLE</u>	<u>GRADE</u>	<u>EEO-4</u>	<u>CODE</u>
AUDIO VISUAL UNIT SUPERVISOR	31	C	7.811
AUDIO VISUAL TECHNICIAN II	27	G	7.833
AUDIO VISUAL TECHNICIAN I	25	G	7.836

SERIES CONCEPT

Under limited or direct supervision, Audio Visual Technicians install, repair, and maintain audio visual equipment and perform other related work as required.

Repairs audio visual equipment by determining malfunctions; testing; identifying operator error or adjustments needed; overhauling equipment; cleaning and lubricating; inquiring of users regarding functioning after repair; testing equipment periodically; installing improved components; ordering parts; and making necessary replacements of parts, in order to restore equipment to operating order or improve efficiency.

Maintains equipment by following manufacturer's maintenance schedule; cleaning and operating equipment; training personnel on proper use and cleaning/maintenance prevention; maintaining a service schedule; and troubleshooting potential problems, in order to provide a preventative program and avoid major equipment failure.

Administers repair service program by maintaining files of completed repairs and service; reviewing complaints or reports of problems, and scheduling action; determining need for tools and replacement parts; ordering and maintaining tool and part inventory; handling and storing chemicals properly; preparing reports on services, materials, and supplies; inventorying parts and equipment; and testing laboratory test equipment, in order to maintain laboratory materials, equipment, and supplies, and keep records on activities and equipment.

Orders and processes new equipment by reviewing needs; analyzing manufacturer's specifications; recommending purchases; inspecting new equipment for defects; testing and operating; engraving identification numbers; securing brackets, locks, and other security items; and ordering replacement parts and supplies for future needs, in order to ensure purchases meet needs and equipment is safeguarded.

Installs new audio and video equipment systems by determining specifications necessary to meet needs; ordering parts and equipment; designing system; determining conduits available for installation; installing cables and connectors; building and securing mounts and supports; installing security devices; placing, securing, connecting, and soldering equipment; and testing, in order to meet audio visual needs of agency.

Produces media materials by receiving request; utilizing duplication equipment for tapes or printed materials; preparing media inventory sheets; labeling materials; entering bibliographic information into electronic data base systems; and demonstrating equipment use, in order to make available multiple copies of instructional materials.

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CLASS CONCEPTS

AUDIO VISUAL UNIT SUPERVISOR

Under general supervision, is responsible for all aspects of the audio visual unit, including supervision of production of standard forms of media, specifications and budgets for audio visual facilities and equipment. Supervision of preventative maintenance repairs, scheduling and distribution of equipment; inventory database and record keeping; advises and acts as a consultant to departments and statewide agencies on educational media technology. Participates in the planning, engineering and implementation of instructional technology facilities.

AUDIO VISUAL TECHNICIAN II

Under limited supervision, performs the full range of duties outlined in the series concept. This is the journey level for this class series.

AUDIO VISUAL TECHNICIAN I

Under direct supervision, receives training in performing all or part of the duties outlined in the series concept. This is the entry level for this class series.

MINIMUM QUALIFICATIONS

AUDIO VISUAL UNIT SUPERVISOR

EDUCATION AND EXPERIENCE:

I

Graduation from high school or the equivalent (GED) and five years of full-time experience performing the repair and maintenance of audio-visual, electronic or telemedia equipment; OR

II

Two years at the Audio Visual Technician II level in Nevada State service; OR

III

An equivalent combination of education and experience in which the candidate has demonstrated possession of the entry level knowledge, skills and abilities.

FULL PERFORMANCE KNOWLEDGE, SKILLS AND ABILITIES REQUIRED: (These may be acquired on the job and/or needed to perform the work assigned.)

Thorough knowledge of the techniques, materials, and equipment used in education instructional productions (video, audio, photographic, transparencies, etc.). Knowledge of educational objectives and methods of instructions. Knowledge of principles and practices of supervision as needed in providing technical supervision of subordinate personnel.

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MINIMUM QUALIFICATIONS (cont.)

FULL PERFORMANCE KNOWLEDGE, SKILLS AND ABILITIES: (cont.)

Ability to communicate effectively with faculty, staff, State agencies and the general public to determine needs and apply relevant equipment facility policies. Ability to determine educational needs for expansion and development of programs. Ability to manage an instructional material center budget and purchasing.

ENTRY LEVEL KNOWLEDGE, SKILLS AND ABILITIES REQUIRED: (Applicants will be screened for possession of these through written, oral, performance or other evaluation procedures.)

Working knowledge of current developments in the field of information technologies including telemedia services. General knowledge of instructional media productions. Knowledge of the operating characteristics of audio-visual and other learning equipment and materials.

Ability to operate, repair and maintain audio-visual equipment. Ability to advise on the use of electronic media and audio-visual equipment and methods best suited to individual needs. Ability to instruct others in the use of audio-visual equipment and materials. Ability to locate trouble in recording, public address and photographic equipment. Ability to read and understand schematics/serial manuals pertaining to media equipment. Ability to establish and maintain cooperative working relationships with co-workers and users. Ability to organize and maintain records and reports. Ability to provide assistance and direction to agency staff regarding telemedia services and its application. Ability to conduct research.

AUDIO-VISUAL TECHNICIAN II

EDUCATION AND EXPERIENCE:

I

Graduation from high school or the equivalent (GED) and three years of full-time experience performing the repair and maintenance of audio-visual, electronic or telemedia equipment; OR

II

One year at the Audio Visual Technician I level in Nevada State service; OR

III

An equivalent combination of education and experience in which the candidate has demonstrated possession of the entry level knowledge, skills and abilities.

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MINIMUM QUALIFICATIONS (cont.)

FULL PERFORMANCE KNOWLEDGE, SKILLS AND ABILITIES REQUIRED: (These may be acquired on the job and/or needed to perform the work assigned.)

Working knowledge of current developments in the field of information technologies including telemedia services. General knowledge of instructional media productions. Knowledge of the operating characteristics of audio-visual and other learning equipment and materials.

Ability to operate, repair and maintain audio-visual equipment. Ability to advise on the use of electronic media and audio-visual equipment and methods best suited to individual needs. Ability to instruct others in the use of audio-visual equipment and materials. Ability to locate trouble in recording, public address and photographic equipment. Ability to read and understand schematics/serial manuals pertaining to media equipment. Ability to establish and maintain cooperative working relationships with co-workers and users. Ability to organize and maintain records and reports. Ability to provide assistance and direction to agency staff regarding telemedia services and its application. Ability to conduct research.

ENTRY LEVEL KNOWLEDGE, SKILLS AND ABILITIES REQUIRED: (Applicants will be screened for possession of these through written, oral, performance or other evaluation procedures.)

Ability to locate trouble in recording, public address, and video equipment. Ability to set up and operate audio-visual apparatus under a variety of lighting and acoustical conditions. Ability to read and understand schematics/service manuals pertaining to every piece of equipment in the repair department. Ability to communicate effectively, especially in explaining lab policies, procedures, services, equipment operation and use of instructional media.

In addition, all other knowledge, skills and abilities required at the lower level of this series.

AUDIO-VISUAL TECHNICIAN I

EDUCATION AND EXPERIENCE:

I

Graduation from high school or the equivalent (GED) and two years of full-time experience performing the repair and maintenance of audio-visual, electronic or telemedia equipment; OR

II

An equivalent combination of education and experience in which the candidate has demonstrated possession of the entry level knowledge, skills and abilities.

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MINIMUM QUALIFICATIONS (cont.)

FULL PERFORMANCE KNOWLEDGE, SKILLS AND ABILITIES REQUIRED: (These may be acquired on the job and/or needed to perform the work assigned.)

Knowledge of common sources of contacts in electronics field for suggestions for repairs, purchase, performance and installation of AV equipment.

ENTRY LEVEL KNOWLEDGE, SKILLS AND ABILITIES REQUIRED: (Applicants will be screened for possession of these through written, oral, performance or other evaluation procedures.)

Knowledge of practices, methods, tools and materials used in audio-visual equipment testing, repair and maintenance. Working knowledge of techniques and methods of audio-visual equipment operation.

Ability to communicate effectively and to establish and maintain good relationships with others, especially key personnel and instructors in use of AV equipment.

This class specification is used for classification, recruitment and examination purposes. It is not to be considered a substitute for work performance standards for positions assigned to this class.

	<u>7.811</u>	<u>7.833</u>	<u>7.836</u>
ESTABLISHED:	3/23/79R	7/1/68	1/1/66
REVISED:	7/27/79	12/19/85-12	11/16/72
REVISED:	7/1/89P	7/1/89P	12/19/85-12
	8/19/88PC	8/19/88PC	
REVISED:	7/1/95P	7/1/95P	7/1/89P
	9/16/94PC	9/16/94PC	8/19/88PC
REVISED:			7/1/95P
			9/16/94PC